



Sandoval County Planning and Zoning

1500 Idalia Rd, Bldg D
Bernalillo, NM 87004
(505)867-7628
Fax (505) 771-7184

Checklist for Residential Permits:

PLEASE SEE COMMUNITY DISTRICT STANDARDS CHECKLIST FOR ADDITIONAL REQUIREMENTS

New Residential Construction:

- ☐ Copy of Deed & Survey
- ☐ CID Building Permit Application or Town of Bernalillo Permit Application
- ☐ Building Plans (reviewed by Assessor's office) **2 Complete Sets**. One will be kept by Sandoval County.
- ☐ Copy of NMED Septic Permit and Floor Plan with Environment Department
- ☐ Site Plan and Vicinity Map
- ☐ \$75.00 Review Fee & \$5.00 Addressing Fee (cash or check only) / Non Residential \$0.25 per square foot & \$15.00 Addressing Fee

***Approved drainage plans are required for some Subdivisions.**

Residential Additions:

- ☐ Copy of Deed & CID Building Permit Application or Town of Bernalillo Permit Application
- ☐ Building Plans (reviewed by Assessor's office) **2 complete sets**. One will be kept by Sandoval County.
- ☐ Site Plan & Vicinity Map
- ☐ \$75.00 Review Fee
- ☐ Bedroom(s) addition: the NM Environment Department must review and stamp the updated plans.

Modular Construction:

- ☐ Copy of Deed & Survey of Property
- ☐ Copy of Building Permit issued by CID
- ☐ Application for Foundation Permit Issued by CID
- ☐ Copy of Foundation Plans
- ☐ Copy of NMED Septic Permit & Floor Plan with Environment Dept stamp (reviewed by Assessor's office)
- ☐ Site Plan & Vicinity Map
- ☐ \$75.00 Review Fee & \$5.00 Addressing Fee

***After zoning review and issuance of an address by Planning & Zoning, application and plans must be taken to CID @ 5200 Oakland NE for review and issuance of building permit. CID inspectors perform inspections within Sandoval County Jurisdiction. Properties located within a 3 mile perimeter of the Town of Bernalillo will permit through the Town of Bernalillo rather than CID.**

Manufactured Home/Mobile Home Placement:

- ☐ Copy of Deed & Survey of Property
- ☐ Copy of NMED Septic Permit & Floor Plan stamped by NM Environment Dept, (reviewed by Assessor's office)
- ☐ Copy of Permit Issued by NM Manufactured Housing Division. (MHD)
- ☐ Title with Serial Number, Proof of Age and Manufacturer
- ☐ Application for Foundation Permit issued by NM Manufactured Housing Division
- ☐ Site Plan & Vicinity Map
- ☐ Foundation Plans with engineering stamp
- ☐ \$75.00 Review Fee & \$5.00 Addressing Fee

Utility Authorization Only:

- ☐ Site Map
- ☐ Deed & Survey
- ☐ Notarized Letter stating utilities will not be used for anything other than stated purpose.
- ☐ Well Permit from NM State Engineers office if Authorization is for a Well.

Foundation Only- for Manufactured Homes:

- ☐ Copy of Deed & Survey of Property
- ☐ CID application
- ☐ Foundation Plan
- ☐ \$75.00 Review Fee

** No Utilities or address will be issued for foundation only permits.*

Retaining Walls:

- ☐ Copy of Deed or Survey
- ☐ CID Building Permit Application or Town of Bernalillo Permit Application
- ☐ Site Plan
- ☐ Wall/Foundation plan stamped by NM Registered Engineer or Architect
- ☐ \$75.00 Review Fee

Fencing (over 6' in height):

- ☐ Copy of Deed & CID Building Permit Application or Town of Bernalillo Permit Application
- ☐ Site Plan
- ☐ Fence/Wall Plan
- ☐ \$75.00 Review Fee

Swimming Pools:

- ☐ Copy of Deed & CID Building Permit Application or Town of Bernalillo Permit Application
- ☐ Site Plan
- ☐ Pool Plan—all pools shall be enclosed by a solid wall or fence or chain link fence not less than five (5) feet in height.
- ☐ All gates shall be self-closing with self-closing latches to prevent uninvited access
- ☐ Wrought iron gates and fences shall have bar opening spaced at a maximum of 4 inches
- ☐ Pools shall not be located in the required front yard of any district
- ☐ Pools shall be located in the side or rear yards, and shall not be closer than three (3) feet to any property line
- ☐ \$75.00 Review Fee

**For further information, please refer to our website www.sandovalcounty.com . Click the Administration Tab. Click Planning and Zoning link. Click Ordinances. Click Comprehensive Zoning Ordinance (applies only to Sandoval County Unincorporated areas).*

IMPORTANT CONTACT INFORMATION:**FOR SITE BUILT:**

State of New Mexico Construction Industries Division*
5200 Oakland Ave NE
Albuquerque NM 87113
Phone (505) 222-9800

**From I-25 exit Alameda west to San Mateo Blvd. North on San Mateo Blvd to Oakland Ave. East on Oakland to parking entrance.*

FOR MANUFACTURED HOUSING PERMITS:

State of New Mexico Manufactured Housing Division*
5200 Oakland Ave NE
Albuquerque, NM 87113
Phone (505) 222-9870

For Septic Permits:

State of New Mexico Environment Department
4359 Jager Drive NE, Suite B
Rio Rancho, NM 87144
Phone (505) 771-5980/ Fax (505) 771-5981

For Well Permits:

State Engineers Office
5550 San Antonio Dr NE
Albuquerque, NM 87109
Phone (505) 383-4000

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